

FOIA Request Number: [Click or tap here to enter text.](#)

Date of Review: [Click or tap to enter a date.](#)

Name of Intake Reviewer: [Click or tap here to enter text.](#)

Intake Review Checklist

FOIAonline Opening Actions

Did you check that an Initial Review task was created and assign to you?

☐ Yes ☐ No

Did you check that Fee Waiver and Expedited Processing tasks were assigned to you if applicable?

☐ Yes ☐ No

Agency Records

Is the request asking for Agency records?

☐ Yes ☐ No ☐ Unsure

If no, prepare a close out or referral letter.

If unsure, proceed to NFO FOIA Coordination.

Sufficiency of Request

Does the request reasonably describe the records?

☐ Yes ☐ No

If yes, start the clock in FOIAonline.

If no, proceed to NFO FOIA Coordination.

Could the request significantly benefit from clarification or modification?

☐ Yes ☐ No

If yes, proceed to NFO FOIA Coordination.

Unusual Circumstances

Do any unusual circumstances apply?

☐ Record from a field office of other entity separate from the EPA FOIA Program processing the request

☐ Voluminous amount of records

☐ Consultation with another agency or two or more EPA FOIA Programs

☐ No

Fee Waiver

Did the requester ask for a fee waiver and have you reviewed the task and request descriptions?

☐ Yes ☐ No

If yes, did you prepare a letter reflecting your recommendation for the FW request?

☐ Yes ☐ No

Is the requester on the Delinquent Requesters List?

☐ Yes ☐ No

Outcomes

NFO Intake Coordination (if necessary)

Did you send an NFO Intake Coordination email, upload a copy to FOIAonline, and follow up?

☐ Yes ☐ No

Did the FOIA Program respond, and how?

☐ Yes, requested assistance or assignment

Expedited Processing

Did the requester ask for expedited processing and have you reviewed the task and request descriptions?

☐ Yes ☐ No

If yes, did you prepare a letter reflecting your recommendation for the EP request?

☐ Yes ☐ No

Publicly Available Records

Were you able to identify publicly available records responsive to the FOIA request?

☐ Yes ☐ No

If yes, are the records fully responsive to the request?

☐ Yes ☐ No

If yes, prepare a close out letter.

Assignment Determination

Is this request related to an existing FEAT project?

☐ Yes ☐ No

If yes, notify the NFO lead of the new request.

Did you determine a FOIA Program for assignment?

☐ Yes ☐ No

If no, proceed to NFO FOIA Coordination.

Did you assign the request to a FOIA Program?

☐ Yes, assigned to: [Click or tap here to enter text.](#)

Did you send an email to the requester?

☐ Completed

FOIAonline Closing Actions

Did select a fee category in FOIAonline and click "Save?"

☐ Completed

Did you change "Request Perfected" to yes to start the clock and click "Save?"

☐ Completed

Did you make Request Description and Supporting Files available to the public, modifying if containing personal privacy information?

☐ Completed

Did you close the Initial Review task?

☐ Completed

Are any other tasks pending?

☐ Fee Waiver ☐ Expedited Processing

☐ No, proceeded with my recommended assignment approach

If the requester was contacted, were you able to clarify the request?

☐ Yes ☐ No

If yes, start the clock and make assignment.

If no, contact the related FOIA Program and/or prepare a close out letter.

FEE WAIVER PROCESSING SHEET

Fee Waiver Checklist

Intake Reviewers should complete this part of the checklist for Fee Waiver requests only.

Requirements under the EPA FOIA Regulation (40 C.F.R. § 2.107(l)(5)):

- Requesters must submit requests for the waiver or reduction of fees along with their request.
- Fee waiver requests must specifically address each, and all, of the factors listed in the Regulations.

Fee Waiver Factors (40 C.F.R. § 2.107(l))

1. Factor 1: Does the subject of the request involve government operation or activities?
☐ No ☐ Yes and why:
2. Factor 2: Would the release of the information “likely to contribute” to understanding of government operations or actions?
☐ No ☐ Yes and why:
3. Factor 3: Would the disclosure contribute to public understanding (media presumed to satisfy this criteria).
☐ No ☐ Yes and why:
4. Factor 4: Will the release “significantly” contribute to public understanding?
☐ No ☐ Yes and why:
5. Factor 5: If a commercial requester, is there a public interest that would be furthered by disclosure?
☐ No ☐ Yes and why:
6. Factor 6: If Factor 5 is met, does the commercial interest outweigh the public interest?
☐ No ☐ Yes and why:

Fee Waiver Analysis – Summary and Next Steps

Did the requester provide information for each factor?

☐ Yes ☐ No

If yes, proceed to the next step.

If no, prepare a FW denial letter.

Did the requester answer each factor with specific detail?

☐ Yes ☐ No

If yes, draft a FW Grant letter.

If no, prepare a FW denial letter.